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COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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Website Address: [www.morgan-hill.ca.gov](http://www.morgan-hill.ca.gov)

**Filing Requirements  
For  
OUT OF AGENCY CONTRACT FOR SERVICES**

**A. PURPOSE**

Section 56133 of the California Government Code requires the Local Agency Formation Commission, LAFCO, approve of the extension of urban services by cities beyond their jurisdictional boundaries. To initiate the process with LAFCO, the City Council must first approve of the service extension request. The purpose of this application is to establish a process for City review and approval of such requests.

**B. FILING REQUIREMENTS**

1. Initial Submittal
  - a. Uniform Application
  - b. **Twelve (12)** copies of a site location map (see Section C)
  - c. Supplemental Questionnaire (see section E)
  - d. **Three (3)** copies of legal description
  - e. Environmental Assessment, if applicable
  - f. Filing Fees (see Fee Schedule attached to Uniform Application)
2. Final Submittal
  - a. **Fifteen (15)** additional copies of site location map

**C. SUBMITTAL PLANS**

1. PLAN PREPARATION GUIDELINES
  - All plans shall be clear, legible and accurately scaled
2. LOCATION MAP
  - Size: Overall map size = 8 1/2" x 11" unless otherwise approved by Planning Division
  - Use and show adequate margins
  - The following information shall be included on the map:
    - Title Block to read as follows: Proposed (sewer/water) service extension from the City of Morgan Hill
    - Include date, scale, and preparer of map
    - Legend and north arrow
    - Vicinity Map
    - Urban Service Area Limits and City Limits

- Indicate boundaries of parcel(s) receiving service
- Assessor's parcel numbers
- Area of annexation in acres
- All roads with their width adjacent to and within area proposed for annexation

**D. LEGAL DESCRIPTION**

A legal description of the area proposed to be annexed. Said legal description is to be labeled as follows:

- Exhibit \_\_\_\_
- Area to be Serviced by the City of Morgan Hill
- Date

**E. SUPPLEMENTAL QUESTIONNAIRE**

Please answer each of the following questions:

1. What type of service extension is requested and why?
2. Please indicate the reason for the service extension request. Please explain why a jurisdictional change (e.g. annexation) is not possible at this time. If not proposed at this time is annexation anticipated at a future date?
3. If the request for service extension is in response to an emergency health and safety situation, then please provide documentation of the circumstance (e.g. letter from County Health Department regarding failing well or septic system).
4. Indicate the applicable City General Plan designation and County Zoning designation.
5. How is the property presently used? Please be specific as to improvements, facilities, types and size of structures.
6. If development is proposed, please provide a description of the project.
7. Provide a detailed description of how services are to be extended to the property (e.g. distance to sewer or water connections, cost of improvements, methods financing etc.).